

DATA ITEM DESCRIPTION

Title: Cooperative Threat Reduction (CTR) Master Government Property Lists (MGPL) Accountability Reports

Number: CT-14-02

Approval Date: 22 October, 2014

AMSC Number: N/A

Limitation: N/A

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility:

Applicable Forms: N/A

Use/relationship:

The Data Item Description (DID) contains formatting and content preparation instructions for the MGPL data product, generated by the task requirement as delineated in a contract.

The MGPL action plan details the tasks and reporting elements of property accountability requirements and documentation to control and maintain CTR funded equipment procurements under such a contract.

This DID is applicable to all contracts that require custodial records for procurement or accountability of Contractor Acquired Property/Equipment and Government Furnished Property/Equipment, that CTR contractors are obligated to maintain custodial accountability and stewardship as delineated in a contract per Federal Acquisition Regulation guidelines.

Requirements:

Reference Documents:

1. CDRL A101 MGPL Monthly
2. CDRL A102 MGPL Annual

Format. The contractor shall follow the aforementioned reference templates.

Content. Following are the Monthly and Annual MGPL Data elements.

1. Item – Monthly/Annual Master Government Property List
 - a) Contractor Item Identification Number
 - b) Manufacturer Name
 - c) Manufacturer Part Number
 - d) Item Unique Item Identifier (IUID)
 - e) Item Description
 - f) Vendor Name
 - g) Model Number

- h) Acquisition/Acquired Date
- i) Serial Number
- j) Country
- k) Site/Location
- l) Building/Facility
- m) Quantity
- n) Unit of Measure
- o) Unit Acquisition Cost
- p) Line Cost
- q) Item Status
 - i. Active
 - ii. Stored
 - iii. Excess
 - iv. Awaiting Disposal
 - v. Disposed
 - vi. Lost
- r) Item Condition
 - i. New
 - ii. Used
 - iii. Refabricated
 - iv. Damaged
- s) Accountable Contract Number
- t) Task Order Number
- u) Project Descriptor
- v) Date Placed into Service
- w) Property Type
 - i. Government Furnished Equipment (GFE)
 - ii. Contractor Acquired Property (CAP)
 - iii. Government Furnished Property (GFP)
- x) Inventory Date
- y) Remarks

2. End of DID

CONTRACT DATA REQUIREMENTS LIST (CDRL) (1 Data Item)						Form Approved OMB No. 0704-0188			
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER <input checked="" type="checkbox"/> X					
D. SYSTEM/ITEM THREAT REDUCTION SERVICES			E. CONTRACT/PR NO.		F. CONTRACTOR				
1. DATA ITEM NO. <div style="background-color: yellow; padding: 2px;">Local DID #</div>	2. TITLE OF DATA ITEM MASTER GOVERNMENT PROPERTY LIST (MGPL) MONTHLY				3. SUBTITLE GFP, GFE, GFM, AND CAP				
4. AUTHORITY (Data Acquisition Document No.) A101			5. CONTRACT REFERENCE			6. REQUIRING OFFICE			
7. DD 250 REQ N/A	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION SEE BLK 16		14. DISTRIBUTION				
8. APP CODE N/A		11. AS OF DATE SEE BLK 16	13. DATE OF SUBSEQUENT SUBM. SEE BLK 16		a. ADDRESSEE		b. COPIES		
					Draft		Final Reg Repro		
16. REMARKS BLOCK 11: AWARD OF CONTRACT/TASK ORDER BLOCK 12: ON THE 45TH CALENDAR DAY FOLLOWING CONTRACT/TASK ORDER AWARD BLOCK 13: 10TH CALENDAR DAY OF EACH MONTH REMARKS: THE MGPL SHALL IDENTIFY THE CONTRACTOR'S POINT OF CONTACT WITH TELEPHONE NUMBER, SIGNATURE AND THE DATA ELEMENTS IN ACCORDANCE WITH THE DID REFERENCED IN BLOCK 1. THE MGPL PHYSICAL INVENTORY SHALL INCLUDE ALL GOVERNMENT FURNISHED EQUIPMENT (GFE), GOVERNMENT FURNISHED MATERIAL (GFM), GOVERNMENT FURNISHED PROPERTY (GFP), CONTRACTOR ACQUIRED PROPERTY (CAP), AND ITEMS PURCHASED OUTSIDE THE UNITED STATES, REGARDLESS OF CONDITION, THAT IS IN THEIR POSSESSION OR UNDER THEIR ACCOUNTABILITY/STEWARDSHIP AT THE TIME OF THE REPORT SUBMISSION. THE CONTRACTOR SHALL DELIVER MGPLS ELECTRONICALLY IN A SPREADSHEET USING MICROSOFT EXCEL FORMAT, ABBREVIATIONS PROHIBITED, ACCORDING TO THE DISTRIBUTION LIST IN BLOCK 14. THE CONTRACTOR SHALL POST THE MGPL WHEN APPLICABLE TO THE CTR PROPERTY REPOSITORY WITHIN 72 HOURS OF THE SUBMITTAL. ATTACHEMENTS: 1. INVENTORY SPREADHSEET TEMPLATE 2. DATA ITEM DESCRIPTION					COR		1		
					DTRA/J4LMM		1		
					DTRA/J3CTIS		1		
					DCMA		1		
					KO/J4COC		1		
					OTHERS AS NEEDED		1		
					A&AS		1		
15. TOTAL →					3				
G. PREPARED BY			H. DATE		I. APPROVED BY			J. DATE	

CDRL A102 Master Government Property List – Annual Physical Inventory

CONTRACT DATA REQUIREMENTS LIST (CDRL) (1 Data Item)						Form Approved OMB No. 0704-0188							
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.													
A. CONTRACT LINE ITEM NO. ALL		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER X									
D. SYSTEM/ITEM THREAT REDUCTION SERVICES			E. CONTRACT/PR NO. ALL		F. CONTRACTOR ALL								
1. DATA ITEM NO. A102		2. TITLE OF DATA ITEM MASTER GOVERNMENT PROPERTY LIST (MGPL) ANNUAL PHYSICAL INVENTORY			3. SUBTITLE GFP, GFE, GFM, AND CAP								
4. AUTHORITY (Data Acquisition Document No.) Local DID Pending				5. CONTRACT REFERENCE		6. REQUIRING OFFICE							
7. DD 250 REQ N/A		9. DIST STATEMENT REQUIRED		10. FREQUENCY ANNUALLY		12. DATE OF FIRST SUBMISSION SEE BLK 16							
8. APP CODE N/A		11. AS OF DATE SEE BLK 16		13. DATE OF SUBSEQUENT SUBM. SEE BLK 16		14. DISTRIBUTION							
<p>16. REMARKS</p> <p>BLOCK 11: AWARD OF CONTRACT/TASK ORDER</p> <p>BLOCK 12: ON THE 45TH CALENDAR DAY FOLLOWING CONTRACT/TASK ORDER AWARD</p> <p>BLOCK 13: YEARLY ON THE THIRTYITH CALENDAR DAY OF OCTOBER AND ONE HUNDRED TWENTY DAYS PRIOR TO END OF PERIOD OF PERFORMANCE CONTAINING REUTILIZATION RECOMMENDATIONS FOR CLOSE OUT PURPOSES.</p> <p>REMARKS: THE MGPL SHALL IDENTIFY THE CONTRACTOR'S POINT OF CONTACT WITH TELEPHONE NUMBER, SIGNATURE AND THE DATA ELEMENTS IN ACCORDANCE WITH THE DID REFERENCED IN BLOCK 1.</p> <p>THE MGPL PHYSICAL INVENTORY SHALL INCLUDE ALL GOVERNMENT FURNISHED EQUIPMENT (GFE), GOVERNMENT FURNISHED MATERIAL (GFM), GOVERNMENT FURNISHED PROPERTY (GFP), CONTRACTOR ACQUIRED PROPERTY (CAP), AND ITEMS PURCHASED OUTSIDE THE UNITED STATES, REGARDLESS OF CONDITION, THAT IS IN THEIR POSSESSION OR UNDER THEIR ACCOUNTABILITY/STEWARDSHIP AT THE TIME OF THE REPORT SUBMISSION.</p> <p>THE CONTRACTOR SHALL DELIVER MGPLS ELECTRONICALLY IN A SPREADSHEET USING MICROSOFT EXCEL FORMAT, ABBREVIATIONS PROHIBITED, ACCORDING TO THE DISTRIBUTION LIST IN BLOCK 14. THE CONTRACTOR SHALL POST THE MGPL WHEN APPLICABLE TO THE CTR PROPERTY REPOSITORY WITHIN 72 HOURS OF THE SUBMITTAL.</p> <p>CONTRACTORS SHALL EXECUTE THE PHYSICAL INVENTORY AND DOCUMENT IT IN WRITING AND VALIDATED/CONFIRMED, VIA SIGNATURE BY BOTH THE CONTRACTOR'S PROPERTY ADMINISTRATOR AND DTRA'S GOVERNMENT REPRESENTATIVE.</p> <p>INVENTORY DISCREPANCIES MUST BE REPORTED IMMEDIATELY TO THE CONTRACTING OFFICER, CONTRACTING OFFICER'S REPRESENTATIVE/PROGRAM MANAGER OR DTRA ACCOUNTABLE PROPERTY OFFICER THE REPORT SHALL CONTAIN ORIGINAL SIGNATURES WITH SPREADSHEET AND ATTACHMENTS THEN DELIVERED ELECTRONICALLY IN A SPREADSHEET USING MICROSOFT OFFICE EXCEL, ABBREVIATIONS PROHIBITED TO THE CONTRACTING OFFICER/J4COC, CONTRACTING OFFICER'S REPRESENTATIVE, DTRA PROPERTY OFFICE/J4LMM, CTR INTEGRATION OFFICE/J3CTI AND A&AS PROPERTY MANAGEMENT OFFICE.</p> <p>THE CONTRACTOR SHALL POST THE MGPL WHEN APPLICABLE TO THE CTR PROPERTY REPOSITORY WITHIN 72 HOURS OF THE SUBMITTAL.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> INVENTORY SPREADHSEET TEMPLATE DATA ITEM DESCRIPTION 						a. ADDRESSEE		b. COPIES					
								Draft		Final			
						COR				1			
						DTRA/J4LMM				1			
						DTRA/J3CTI				1			
						DCMA				1			
						KO/J4COC				1			
						OTHERS AS NEEDED				1			
						A&AS				1			
						15. TOTAL →				3			
G. PREPARED BY				H. DATE		I. APPROVED BY		J. DATE					